



Statewide Term Contract

645A – Office Paper

Bid Number	201801687
Contract Name	Office Paper
Effective Dates	May 10, 2019 through May 9, 2024
Awarded Vendor(s) and Contacts	Converters Acquisition LLC– Troy Youse – (904) 348-3316
Contract Covers	Contract covers: <ul style="list-style-type: none">• Dual Purpose Paper – various sizes and colors (copier and office printers)• Offset Paper – various sizes and colors (large prints jobs such as books and brochures)
Contract Does Not Cover	Contract does not cover: <ul style="list-style-type: none">• Envelopes (covered in Office Supplies 615A)• Specialty Paper (e.g., gloss, unusual size, bond, carbonless etc.)
Mandatory Contract	This is a mandatory Statewide Term Contract for state agencies, departments, institutions, universities, and community colleges - unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.
Minimum Order	The minimum order amount, which will qualify for prepaid FOB transportation, is \$250.00 for a single order. For orders less than the minimum order amount, use STC 615A with FSI.
Tier Pricing	Tier Pricing adds further discount opportunities for large volume orders.
Delivery FOB Destination	For orders of 199 cartons or less, delivery will be made within 10 days. For orders of 200 cartons or more, delivery will be made within 20 days. The Vendor shall charge an additional \$2.00 per carton delivered to a specific location inside a facility other than directly inside the door (example: Room 111 of the Department of Administration Building). These deliveries are considered "inside deliveries".
Return Policy	Replacement only – The Vendor will replace defective items promptly at no charge.
Restocking Fee	No – Must be returned within 30 days in the original packaging. Specialty items require manufacturer approval prior to returning; a restocking fee may apply.
Taxes	Prices do not include North Carolina sales or use tax.
Order Placement	Orders may be placed through E-Procurement . If not an E-Procurement user: <ol style="list-style-type: none">1. Select the Tier Pricing link above to check prices.2. Contact the vendor via phone or email [see Awarded Vendor(s) and Contacts] to place your order.
Substitutions	Substitutions/Additions are not allowed without written approval from the Contract Administrator from the Division of Purchase & Contract. Substitutions must be of equal or greater quality and at the same or lower price as the original item.
Loaded into E-Procurement	Yes. Catalog is loaded in E-Procurement .
E-Procurement Help Desk	(888) 211-7440

Contract Manager	Pamela Case – (984) 236-0249
Contract Addenda	6/10/2019: Amendment #1 Minimum Order revised.
	2/3/2021: Mac Papers is now dba as Converters Acquisition LLC
	2/18/2021: Amendment #1 - Price Adjustment \$3.00/cwt effective 3/17/2021
	5/27/2021: Amendment #2 - 6-9% Price Adjustment
	2/11/2022: Amendment #3 - 6-9% Price Adjustment
	4/20/2022: Amendment #4 <ul style="list-style-type: none"> • Contract has been renewed through May 9, 2023 • Inside delivery \$3.00/carton • Delivery term: 45 days ARO through September 29, 2022 • 6-9% price adjustment effective May 2, 2022
	9/11/2022: Amendment #5 - 4% Price Adjustment
	2/1/2023: Contract renewed through May 9, 2024
	7/11/2023: Change Contract Administrator to Contract Manager Pamela Case